Theodora Quackenbush

Office Administrator, Multi-Department Offices

Burlington, VT · theodora.quackenbush@example.com · (802) 555-0110 · LinkedIn

CERTIFICATIONS

Certified Administrative Professional (CAP), 2022

Microsoft Office Specialist: Excel Associate, 2020

OSHA 10-Hour Safety Card, 2021

SUMMARY

Office administrator with 6 years running offices of up to 85 people. Manage a yearly office budget of about $140,000, oversee 12 vendor contracts and coordinate onboarding for roughly 25 new hires a year. Cut supply and service costs by about 18% through rebidding and cleaner ordering, and keep records ready for audits. Known for calm problem solving and for answering questions before they become tickets.

EXPERIENCE

Office Administrator — Champlain Ridge Engineering

Burlington, VT · Jan 2021 – Present

- Run daily operations for an 85-person office, including facilities, supplies, mail and visitor access.
- Saved about $21,000 a year by rebidding cleaning, copier and coffee contracts and consolidating 4 supply vendors into 2.
- Coordinate onboarding for about 25 new hires a year, cutting time to a ready desk and laptop from 4 days to day 1.
- Manage a $140,000 office budget in Excel and QuickBooks, closing each of the last 3 years under plan.
- Moved 6 filing cabinets of project records into SharePoint with a naming system, cutting search time for staff.

Office Coordinator, Dental Group — Green Mountain Dental Partners

Williston, VT · Apr 2019 – Dec 2020

- Supported 3 dental offices with 40 staff by handling supply orders, payroll timesheets and equipment service calls.
- Reduced supply overspending by about $600 a month with a shared par-level sheet for each office.
- Organized 2 office moves over a weekend each, with patients seen as normal on Monday.

SKILLS

Workplace Operations: Facilities requests, vendor management, supply ordering, mail and shipping, visitor access

Finance & Admin: Budget tracking, invoice processing, expense reports, QuickBooks, purchase orders

Software: Microsoft 365, SharePoint, Excel, Google Workspace, BambooHR, Zoom Rooms

People Support: New hire onboarding, calendar management, event planning, policy handbooks

EDUCATION

A.A.S. Business Administration, Lake Champlain Community College, 2018

Fictional example by FindAJobAI: the person, employers and numbers are invented.